Timeliner™ 5.0

Introductory Lesson

1. Start🡪Programs🡪 Timeliner™ 5.0
2. Click NEW 🡪 Standard 🡪OK.
3. Save As: **TimeLiner Intro. Lesson** to your “P” drive only.
4. View Menu🡪Banner View🡪New Event icon on left side. Create a new event for each of the following:

|  |  |
| --- | --- |
| **WHEN** | **WHAT** |
| The YEAR you were born | MONTH & DAY you were born |
| 2009 | Indian Crest – Grade ? |
| One of the following: 6th = 2016 | Graduate from SAHS |
| 7th = 2015 |
| 8th = 2014 |

1. Create a **Label** for your first & last name/Grade/Team Name

and do the following:

* 1. Center it 🡨horizontally🡪 at the top of the first page.
  2. Edit Menu🡪Choose Label Font🡪change font to Chiller, Bold, font size to 28 pts, and red text color; OK.

1. Click on the **Graphic** Icon to add one graphic of your choice and place it on the 1st page.
2. **Compress** your document to 1 page only.
3. Adjust the size and position of the flags from high to low.
4. Change all Flags using the Edit **Flag icon** as follows:
   1. C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0183328.wmfFlag Style to

Label

* 1. Text Color = black
  2. Outline Color = Green
  3. Fill Color = white
  4. Click on Font or the ‘A’ icon to change the font to Bell MT & 20 pts.

1. Compress the timeline to one page only.
2. Save, print preview and print.

P/CITE/Classroom Management/Basic Training /Timeliner Introductory Lesson